



CHANDLER POLICE DEPARTMENT GENERAL ORDERS

Serving with Courage, Pride, and Dedication

Order

D-44 MOBILE LICENSE PLATE READER

Subject

100 Operations

Effective

07/05/17

A. POLICY

[41.3.9]

This order provides guidelines for the use of Mobile License Plate Reader (MLPR) as an investigative tool. The use of the MLPR system is restricted to official public safety and related missions of the Chandler Police Department.

B. DEFINITIONS

MOBILE LICENSE PLATE READER: A computerized system consisting of digital cameras, a processor unit and a laptop computer. The MLPR can read and process license plates at a rate of one plate per second. The unit compares license plates with outstanding plates stored in a database. There are two types of MLPR:

1. Portable unit - can be moved from vehicle to vehicle
2. Fixed unit - hard mounted to a marked patrol vehicle

C. ADMINISTRATION

1. **CARE, MAINTENANCE, DEPLOYMENT, AND OPERATION** of the Mobile License Plate Reader is the responsibility of the Property/Vehicle Theft Unit who will:
 - a. Stay current with legal trends and case law regarding license plate readers
 - b. Monitor the use of the MLPR system and conduct periodic audits to ensure use is only for law enforcement purposes
 - c. Maintain the unit and all record keeping
 - d. Train officers in the use and operational protocols of the MLPR, prior to officers being authorized to utilize the equipment
2. **DESIGNATED, TRAINED PERSONNEL** will check equipment regularly for functionality and camera alignment. Defective equipment will be repaired by agency authorized sources.
3. **DATABASE IS UPDATED** using a text file ("hot list") supplied by the Department of Public Safety (DPS) and is manually updated twice a day

D. OPERATIONAL USE

ALL ACTIVATIONS OF THE MOBILE LICENSE PLATE READER indicating an active stolen vehicle will be verified through MVD records check by using the patrol car's MDC or via communications prior to taking action. When responding to a MLPR stolen vehicle recovery, employees will:

1. Record the disposition of the alert and hit into the MLPR system
2. Process the recovery of stolen vehicle
3. Complete all required reports and notifications (**G.O. F-10.100**)
4. Complete inventory of vehicle and any illegal contraband will be documented and impounded (**G.O. E-13.200**)

**E. DATA ACCESS, SECURITY,
AND RETENTION**

Rev

1. **ACCESS:** LPR data may only be accessed for valid law enforcement purposes by personnel trained to use the secured system
2. **DISSEMINATION:** MLPR data should be considered for Official Use Only and can be shared for legitimate law enforcement purposes.
 - a. Outside law enforcement agencies will request MLPR data in writing unless exigent circumstances exist
 - b. Information sharing among agencies will be dictated according to state law and department policy
3. **SECURITY AND RETENTION:** The Chandler Police Department's Information Technology Unit retains information obtained from the MLPR for a minimum of two years on a secured city server. The information is automatically purged after two years.

♦♦♦